

Project Progress Report

Project Name: The Allotment System

Reporting Period:	From: 5/1/2006	To: 5/31/2006
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Audience:

Schedule Status: ☐ GREEN ☒ YELLOW ☐ RED

(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: ☒ GREEN ☐ YELLOW ☐ RED

(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: ☐ GREEN ☒ YELLOW ☐ RED

(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Achievements

Allotment Management and Review

Planning:

- Hired new Assistant Project, Thomas Heichelbech, to manage TALS AMR.
- Created a draft schedule of TALS AMR. This schedule has raised concerns about not being able to meet all the desired functionality by April. The team will be working on this in June.
- Re-worked the plan for Phase 2 (Allotment Detail). Broke the phase into 2 iterations. The iterations are:
 - Iteration 1: Develop functionality for adding, viewing, deleting (etc.) the coding structure for the allotments
 - Iteration 2: Develop functionality for adding, viewing and deleting the detail to the coding structure (ie: adding the amounts for each of the months for an expenditure), as well as creating online views to review the data.
- Finalized the Business Analyst contract with Sierra Systems. The Business Analyst was needed to support gathering and documenting requirements for reports. The team may use Sierra Systems for the functional requirements development for the application as well.
- Created a demonstration version of the TALS AMR for anyone to access and use from the TALS web site. This demonstration version will be made available in June.

Requirements:

- Reviewed allotment detail prototype with the agency customers.
- Created a requirements traceability matrix
- Created first draft of the pre-release TALS edit checks requirements, conducted a JAD session to support that requirements development effort.
- Developing requirements for the reporting parameter page – determining the parameters and the functionality – like selecting a range within a parameter - needed for those parameters.

Design/Development:

- Began construction of the Allotment Coding Structure
- Began development of functionality needed for the reporting parameter page.

Testing

- Completed test strategy for Allotment Coding Structure.
- Began test case development of Allotment Coding Structure
- Developed process for creating/maintaining a baseline database to be used to automatically get test data

Objectives for the next reporting period

Allotment Management and Review:**Planning:**

- Work with Project Sponsor to finalize a schedule for the future phases and iterations of TALS AMR.
- Develop a work plan with Sierra Systems on the time it will take to get report requirements and possibly application requirements for the rest of TALS AMR.

Requirements:

- Finalize functional requirements for Pre-Release (TALS Edits) functionality
- Begin developing functional requirements for the pre-release report and the submit functionality.
- Finalize requirements for the reporting parameter page.
- Work with Sierra Systems on determining number of reports that will be needed to support TALS AMR.

Design/Development:

- Complete Allotment Detail – Coding Structure construction
- Deploy Allotment Detail - Coding Structure to Alpha QA for testing
- Complete design for Allotment Detail – Allotment details and Online Views (Phase 2, Iteration 2)
- Begin development for Allotment Detail – allotment details
- Begin development of Online Views
- Complete construction of reporting parameters page

Testing

- Complete Allotment Detail- Allotment details test plans
- Complete development of cases for Allotment Detail – Coding Structure a
- Begin development of test cases for Allotment Detail – Allotment details
- Create test plan for testing report parameter page
- Develop test cases for report parameter page

Schedule**Allotment Management:**

Completed a draft of the entire TALS AMR project. The draft version of this plan shows the core functionality of TALS AMR not being complete until February 2008. The first release with core functionality is due by April 2007. The team will begin looking at ways to firm up estimates and decide if there is anything that can be shifted around to still meet the April 2007 due date. See high-level draft schedule below:

TALS AMR RELEASE 1 Plan:

Phase 1: Packet Management

Target completion date

4/30/2006 (Completed)

Phase 2: Allotment Detail

Iteration1: Coding Structure	7/19/2006
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Iteration 2: Allotment Details	8/31/2006
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Phase 3: Pre-release edits and submittal

Iteration 1: TALS Pre-release edits	10/10/2006
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Iteration 2: Submit (OFM/AFRS)	11/3/2006
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Phase 4: Allotment Review and Approval

Iteration 1: OFM Review	1/16/2007
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Iteration 2: OFM Approval	2/22/2007
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Phase 5: Copy/Filter/Find

Iteration 1: Find/Filter allotment detail	5/4/2007
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Iteration 2: Copy allotment detail	7/27/2007
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Iteration 3: Copy packets	7/27/2007
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Iteration 4: Find/Filter packets	9/14/2007
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Phase 6: Import

Iteration 1: Import preformatted text file	12/14/2007 (**Needed to be complete by April 2007)
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Iteration 2: Import from SPS	2/4/2008
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Iteration 3: Import from actuals	2/7/2008
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<i>THE REST (RELEASE 2)</i>	<i>TBD</i>
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Budget

Additional resources were approved in March.

Risks

Newly discovered or re-arisen, including Risk Severity Indicator

- Draft schedule indicates delivery of core functionality in February 2008
 - Mitigation 1: Try to complete functional requirements for the rest of the system and have team members review their estimates.
 - Mitigation 2: Review the iteration plan and see if it would make sense to shift the iterations around (move things that need to be delivered by April 2007 before things that *could* come during the summer of 2007)
 - Mitigation 3: Reduce scope where it would actually impact the schedule.
- Replacing the assistant project manager with lead developer leaves a vacancy that needs to be quickly filled.
 - Mitigation 1: Fill the position as quickly as possible
 - Mitigation 2: Assign the developer that has been on TALS from the beginning as the lead TALS developer.
- A vacancy in a product manager position in BASS will impact TALS product manager time.
 - Mitigation 1: Fill the position as quickly as possible
 - Mitigation 2: Have Sierra Systems help with business analysis on application side as well as the report side.